



ALABAMA BOARD OF EXAMINERS IN MARRIAGE AND FAMILY THERAPY

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MINUTES Board Meeting OCTOBER 7, 2022

The Alabama Board of Examiners in Marriage and Family Therapy met on Friday, October 7, 2022, at the Board's office located at 2777 Zelda Road in Montgomery. Members present were Mr. Douglas Cooke (Board Chair), Dr. Karly Downs (Board Vice Chair), Dr. Samuel Jones (member), Dr. Timothy Nichols (new member) and Ms. Raven Pyle Livingston (member attending virtually). Others attending were Mr. Keith Warren (Executive Director), Ms. Laura Howell (Legal Counsel), Ms. Karen Harlow (Legal Assistant) and Ms. Renee' Reames (recording secretary). Guests attending were Ms. Erin Holloway and Ms. Sara Beth Earles, both from the Alabama Association of Marriage and Family Therapy.

The regularly scheduled meeting was advertised on the Board's website, www.mft.alabama.gov, and the Secretary of State's website, www.sos.alabama.gov, in accordance with the Alabama Open Meetings Act.

CALL TO ORDER

The meeting was called to order at 10:06 a.m. by Mr. Cooke, Board Chair.

Mr. Warren administered the oath of office to new board member, Dr. Timothy C. Nichols.

Mr. Warren called Board roll and reported that a quorum of the members was present to conduct business. Mr. Cooke welcomed everyone in attendance and guests from the Alabama Association of Marriage and Family Therapy (ALAMFT).

APPROVAL OF MINUTES

Chairperson Cooke presented the June 10, 2022, Board meeting minutes for the Board's approval. A copy of the minutes was provided to the Board prior to the meeting for their review. Dr. Downs made a motion to approve the June meeting minutes, with correction to typographical errors. The motion was seconded by Dr. Jones and unanimously approved by the Board.

REPORTS

Report by Board Chair: Chairperson Cooke reported that he had no report at this time.

Executive Director's Report: Mr. Warren presented the Executive Director's Report and reviewed the Board's financial activities for the period ending September 30, 2022. He also presented a line-item summary of expenses for this same period, along with information about the current number of licensees. Mr. Warren reported on the number of complaints the Board had received in FY 2022 (copy of the report available for review in Official Book of Minutes).

Dr. Downs made the motion to accept the financial report as presented. The motion was seconded by Dr. Jones and was unanimously approved by the Board.

Board Administrator's Report: Mr. Warren presented the Administrator's Report listing activities performed by the staff since the last Board meeting held in June (reports available for review in Official Book of Minutes). Also presented was a list of new licenses issued between June and September 2022.

Legal Counsel Report: Ms. Howell reported that the Investigative Committee (IC) had met before the meeting. She reported on Case 2022-005 indicating that the IC recommended the case be closed due to lack of probable cause. She also presented Case 2022-004 indicating the IC recommended the case be closed due to no jurisdiction over billing disputes.

Dr. Nichols made the motion to accept the IC recommendations that the cases be closed. The motion was seconded by Dr. Jones and approved by the Board, with Dr. Downs abstaining from voting as an IC member.

OLD BUSINESS

Rules Committee – Mr. Warren presented recommendations from the Board's Rules Committee regarding proposed changes to the following rules: Chapter 536-X-1, Chapter 536-X-2, Chapter 536-X-3, Chapter 536-X-4, Chapter 536-X-5 with appendices, Chapter 536-X-6, Chapter 536-X-8, Chapter 536-X-10, and Chapter 536-X-11. The Board discussed the COAMFTE programs and licensure criteria through other programs.

Chairman Cooke tabled further discussion until the Rules Committee could meet again and provide further recommendations concerning designation of MFT Associate or Licensed Associate MFT, part-time hours, etc. toward licensure, continuous supervision, etc. Chairman Cooke appointed an ex-officio position to the Rules Committee to be filled by an ALAMFT-member.

NEW BUSINESS

Renewal of Emergency Administrative Services Contract - Mr. Warren reported that the current contract for Administrative Services with Warren and Company was due for renewal. He explained that the State Purchasing Department was requiring Boards to develop specifications for Request for Proposals for these services and he recommended that a emergency contract be approved while further work was being done regarding this process. He presented an emergency contract letter for the Board's approval. Dr. Nichols made the motion to extend the administrative services contract for one year under an emergency basis. The motion was seconded by Dr. Jones and unanimously approved by the Board.

Annual Election of Board Officers - Chairman Cooke reported that the annual election of Board officers was due. Dr. Jones made the motion that the slate of officers remain the same with Mr. Cooke as Board Chair and Dr. Downs as Board Vice Chair. The motion was seconded by Dr. Nichols and unanimously approved by the Board.

2023 Proposed Board Meeting Calendar – Mr. Warren presented a list of dates in calendar year 2023 for the Board to meet. Dr. Downs made a motion to approve the following meeting dates: February 10, May 19, August 18 and November 3, 2023. The motion was seconded by Mrs. Livingston and unanimously approved by the Board.

Approval of Applications –Dr. Downs reported that she had reviewed the applications prior to the Board meeting and presented 25 applications for the Board's approval: 2 requests for change in supervisor,

4 supervisor applications, 8 Associate applications, 5 intern, 5 LMFT applications, and 1 exam request.

- Associate-KS request for change in supervisor was approved.
- Associate-ED request for change in supervisor was approved.
- LMFT-TT supervisor application was approved.
- LMFT-RTM supervisor application was approved.
- LMFT-SS supervisor application was approved.
- LMFT-ESH supervisor application was approved.
- JW Associate application was approved.
- JMD Associate application was approved.
- TSP Associate application was approved.
- CB Associate application was approved.
- AM Associate application was approved.
- PR Associate application was approved.
- IA exam request was approved.
- AM Intern application was approved.
- DR Inter application was approved.
- SGS Intern application was approved.
- HP Intern application was approved.
- SG Intern application was approved.
- AT MFT application was approved.
- AHJ MFT application was approved.
- JLT MFT application was approved.
- CC MFT application was approved.
- GW MFT application was approved pending receipt of additional information.
- SW Associate application was approved.
- JR Associate application was denied and additional information was requested.

Dr. Downs made the motion to approve the applications as reviewed. The motion was seconded by Mrs. Livingston and unanimously approved by the Board.

OTHER BUSINESS AND ANNOUNCEMENTS

Chair Cooke opened the floor to the ALAMFT members attending the meeting. Ms. Erin Holloway, current ALAMFT Chairperson introduced Chair-Elect, Ms. Sara Beth Earles. They reported on the activities of the ALAMFT and offered to share with the Board the results of recent surveys conducted by the Association. The Board welcomed the opportunity to review the survey data and Chairman Cooke indicated that future Board agendas would include a report by the Association. Other items presented on behalf of the Association were recommendations concerning information available to applicants and licensees, e.g., identifying a list of supervisors, comprehension of rules, and information posted on the Board's website.

Next Board Meeting: Chairman Cooke reported that the next regular meeting was scheduled February 10, 2023, at 10:00 a.m. at the Board's office.

Adjournment: With no further business to discuss, Mr. Cooke adjourned the meeting at 11:41 a.m.

Respectfully submitted,

Douglas Cooke
Board Chair

Keith E. Warren
Executive Director

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